



Datix Guidance: Student Nurse/Midwife/Paramedic/HNC witness/involvement



Please note that all Incident Forms must be completed by an NHSGGC employee.

Complete Incident Form on Datix as normal however if there is a student involved/witnessed; you **must** complete the following sections:

Section 1: Details of someone affected/involved. Was a student involved in the incident?

If the student is involved, selected yes from the drop-down menu, then continue onto section 1.1. If not, select no and continue to section 1.2.

Section 1.2- Details of Witness:

When completing this section select yes on the drop-down if the student was a witness, then continue onto section 1.3

Section 1.1/1.3- Details of who is involved/affected/witnessed:

When completing this section, select student from the drop-down menu and use the clinical area as their address.

Complete the rest of the Incident Form on Datix as normal until the section 2, with the box for Additional Staff Group (this is close to the bottom of section 2).

Section 2- Additional Staff Group

When completing this section select: Practice Education **and** the field of student involved (e.g. midwife, nurse, paramedic or HNC).